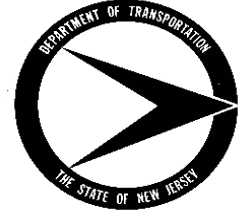


New Jersey Department of Transportation

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



Baseline Document Change Announcement

**NJDOT Procedures Manual Revisions, 1997
BDC97PR-009**

November 12, 1997

Subject: Release of revisions and additions to the NJDOT Procedures Manual
Section 1.2, "Table of Contents"
Section 6.3, "Capital Program Management Quality Assurance Plan Guidelines"
Section 6.4, "Consultant Quality Assurance Plan"
Section 6.5, "Project Specific Requirements"
Section 6.6, "Quality Assurance Reporting"
Section 9.2.7, "ROW Plan Schedule"
Section 19.2.1, "Consultant Prequalification"
Section 19.3.5, "Agreement Preparation"
Section 19.3.6, "Execution of Agreement"
Section 19.6, "Consultant Agreement Modifications"
Section 19.8, "Consultant Performance"

Attached for inclusion in your copy of the NJDOT Procedures Manual and use your use in the development of Department projects are revisions to the above mentioned sections.

Section 6

Section 6.3 was previously released to all CPM Units as a stand alone document by a memorandum from Brian Strizki dated August 5, 1996. Sections 6.4 through 6.6 was previously sent to all Consultants performing NJDOT work by letter from Brian Strizki dated July 1, 1997.

Section 6.3

All Department CPM units were to have submitted their final Quality Assurance Plans as per Section 6.3 by April 30, 1997. Draft Plans were required as of September 6, 1996, as per a previous NJDOT memorandum from Brian Strizki to All CPM Units dated August 5, 1996. Obviously, each Unit's QAP will be different and may or may not contain all sixteen elements.

Section 6.4

Effective January 1, 1998, all Consultants performing NJDOT work will be required to submit their Quality Assurance Plan to the NJDOT Bureau of Quality Management Services for review and approval. Approval of the Plan is required prior to becoming eligible for Prequalification. It is mandatory that the format be followed as outlined in the Guidelines, and that all applicable elements of the Guidelines be addressed. After any required revisions are made by the Consultant and approved by QMS, the Prequalification process can be completed as per Section 19, and the selection process will be conducted as per current procedures.

Section 6.5

A Project Specific Quality Assurance Plan (PSQAP) will be submitted by all Consultant and In-House lead design units within 30 days of the Notice to Proceed, based on the organization's general (approved) Quality Assurance Plan. This will be effective for all new Design starts after January 1, 1998.

Section 6.6

Section 6.6 describes the reporting and correction of quality problems.

Section 9

Section 9 has been changed by the addition of "Changes to ROW Plans After Final ROW Submissions" in Section 9.2.7 and the NOTE on page 9.2-40 changes the delivery of tracings from "Configuration Management" to the "Engineering Documents Unit".

Section 19

In Section 19.2.1, Form PS-02 is now PS-03 and the Quality Assurance Program Plan is now the Quality Assurance Plan. In Section 19.3.5, in Item No. 2, the second paragraph, after the word Proposal "...and Draft Agreement utilizing Final Proposal Cost, ..." is added, and in Item No. 3, the third paragraph, after the word Proposal "..., draft Agreement..." is added. In Section 19.3.6, in Item No. 9, following the last item, "Bureau of Program Support Services (copy of AD-12 only)" is added. In Section 19.6, in Item 3, "consultant CE costs (Consultant to review shop drawings)," is added, "Modifications for consultant CE costs to a design agreement must be made timely so that they are executed prior to execution of the construction contract for the project" is added, "If there is a modification to a consultant inspection agreement (construction engineering), negotiation and review should be coordinated with the Regional Construction Engineer" is added, and in Item No. 3, fourth bullet, "... (use the greater of 125% or the firm's actual overhead rate for calculating ceilings)..." is removed and "use the interim overhead rate for calculating ceilings" is added, in Item No. 7, " with a copy to the Manager, Program Support Services" is added, and in Item No.8, the following is added to the last item regarding copies: "Professional Services and Program Support Services (copy of Modification only, no other attachments)". In Section 19.8, Consultant Reviews for Deficiencies, Steps 8 and following were modified to include the use of the Notice of Non-Conformance with reference to Section 6.6.1.

Affected Documents

This baseline document change supersedes a) the “Quality Assurance Plans for Consultants” ADU no. 94022, dated May 2, 1994, b) the memorandum from Brian Strizki dated August 5, 1996 to all CPM Units entitled “Capital Program Management Unit Quality Assurance Plans,” and c) the letter from Brian Strizki dated July 1, 1997 sent to all Consultants performing NJDOT work entitled “Consultant Quality Assurance Program Plan”, “Project Specific Requirements” and “Quality Assurance Reporting”.

Distribution to In-House Staff and Various Public Agencies

This memorandum along with a copy of the NJDOT Procedures Manual revisions and additions will be mailed to all *NJDOT Procedures Manual* holders.

Extra Copies of the NJDOT Procedures Manual revisions and additions can be obtained by contacting:

Engineering Documents Unit
E&O Building, 1st Floor
1035 Parkway Avenue, PO Box 600
Trenton, New Jersey 08625
Phone: (609) 530-5587
Fax: (609) 530-6626

Distribution to other Outside Agencies (Consultants, Contractors, etc.)

This memorandum and attachments will be mailed to all *NJDOT Procedure Manual* holders. It will also be posted on the NJDOT’s Electronic Bulletin Board System (BBS) under conference number 10 - “Highway Design”, File Area 56 - “Baseline Document Change memorandums”.

Recommended By:

Brian Strizki
Manager, Quality Services

Approved By:

Russell D. Tong
Assistant Commissioner,
Capital Program Management

attachment
BJS:GL

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